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Bulletin Number 25496BR

Type of Recruitment Open Competitive Job Opportunity

Department Human Resources Countywide Exams

Position Title REGIONAL PLANNING ASSISTANT II

Exam Number R4430C

Filing Type Standard

Filing Start Date 16-Sep-2013

Filing End Date 16-Oct-2013

Filing End Time 5:00 pm PST

Salary Type Monthly

Salary Minimum 4702.45

Salary Maximum 5842.09

Position/Program Information Participates in planning studies, analyses and research; communicates with the public concerning planning issues, and engages in other planning and zoning activities. This is the journey level in the Regional Planning Assistant class series. Positions allocated to this class receive technical and administrative supervision from a planning supervisor, and are assigned duties in a planning section, such as the issuance of zoning permits, land divisions, land use regulatory enforcement, plan review, geographic information systems, and research studies, for which they are expected to carry out their assignments independently; or be responsible for an element of a specialized research or planning study. All duties assigned require familiarity with basic planning concepts, the content of local general plans, planning and zoning laws; and the application of planning techniques. Incumbents of the class must communicate and present planning concepts, ideas and theories, and the County's planning policies and administrative procedures to the public, orally and in writing.

Essential Job Functions

- Participates in the research, writing, and public discussion regarding the adoption of the County's general plan, area, coastal, community, and neighborhood plans, and other specialized plans and studies.
- Participates in the research and drafting of zoning, subdivision, and other land use regulations.
- Participates in the analysis of complex planning problems, the preparation of population and other planning projections, public property acquisitions and disposal, highway alignments, housing needs, and parking studies.
- Responds in writing or orally to inquiries from the public on General Plan policy, and subdivision and zoning regulations.
- Processes applications for subdivisions, zone changes, variances, and conditional use permits.
- Evaluates applications for consistency with General Plan policy, and compliance with zoning and subdivision regulations.
- Conducts field inspections, prepares staff reports and public notices, coordinates with other public agencies, and follows all other necessary procedures for public hearings.
- Analyzes, reviews and prepares environmental documents including Initial Studies, Negative Declarations, and both the draft and final versions of the Environmental Impact Reports.
- Explains County and State environmental regulations to the general

public and project applicants.

- Investigates and analyzes property ownership, recorded property ownership and zoning histories; gathers and consolidates data from public records and other sources to assist in the development of written staff reports in support of recommendations for official action.
- Investigates violations of zoning regulations, and discusses alleged violations with property owners, the District Attorney, and other enforcement agencies, and may make court appearances.
- Prepares and makes oral presentations of planning development applications, zoning and other planning related information to the Regional Planning Commission, and civic, community, governmental, professional, and other interest groups.
- Prepares graphics, exhibits, maps, and other audio-visual illustrations to present findings and critical issues of planning studies in support of the department's recommendations.
- Uses computer programs or planning applications to prepare reports, maps, spreadsheets, data bases and/or graphics in carrying out planning activities.

Requirements

MINIMUM REQUIREMENTS:

OPTION I: A Bachelor's degree in Urban or Regional Planning from an accredited* four-year college

OPTION II: A Bachelor's degree from an accredited* four-year college or university, with specialization in Environmental Studies, Geography, Urban Studies, Public Administration, or Landscape Architecture, with 15 semester or 22.5 quarter units of upper division courses in Geographic Information Systems (GIS), Urban or Regional Planning, Cartography, Urban Geography and/or Environmental Planning

OPTION III: A Bachelor's degree from an accredited* four-year college or university and one year of urban or regional planning experience in a city or county government.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

In order to receive credit for the required course work, you **MUST** include a legible copy of official transcripts from the accredited institution which shows the area of specialization with your application before promulgation.

In order to receive credit for the required degree, you **MUST** include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application before promulgation.

Accreditation Information

Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

The examination will consist of TWO (2) parts:

PART I - A written test covering professional/technical knowledge, map reading and interpretation, data analysis and decision-making (including mathematics), written expression, and reading comprehension weighted 50%.

PART II - A structured interview to assess each candidate's education, experience, and general ability to perform the duties of the position weighted 50%.

Candidates must achieve a passing score of 70% or higher on each part of the examination in order to be placed on the eligible list.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

**Special
Information**

**TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP
CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:**

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The resulting eligible list for this examination will be used to fill vacancies in the Department of Regional Planning.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed on the Eligible List in the order of their score group for a period of twelve (12) months following the date of promulgation.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Application and

Applicants are required to submit a standard Los Angeles County

**Filing
Information**

Employment Application **ONLINE** only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.

All information is subject to verification.

We may reject your application at any time during the selection process.

Applications will not be accepted by mail, fax, or in person.

The acceptance of your application depends on whether you clearly show that you meet the MINIMUM REQUIREMENTS . Please fill out the application completely and correctly. For each job held give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

FAILURE TO PROVIDE THE COMPLETE INFORMATION MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

ALL APPLICANTS MUST COMPLETE AND SUBMIT THEIR APPLICATIONS ONLINE (via electronic submission) by **OCTOBER 16, 2013** 5:00 PM (PST). APPLICANTS WHO SUBMITTED THEIR APPLICATIONS AFTER THE FILING PERIOD WILL BE REJECTED AND WILL NOT BE ABLE TO COMPETE IN THE EXAMINATION PROCESS.

TO APPLY ONLINE, CLICK THE TAB THAT READS " APPLY TO JOB " ONLINE SO YOU CAN TRACK THE STATUS OF YOUR APPLICATION ON-LINE.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications and JSQs (if any) can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

**Department
Contact Name**

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**Department
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213-738-2084

Department
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